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ABSTRACT

The second of three library skills modules for college students, this unit explains the card catalog, call numbers, filing rules, types of catalog cards and the information they relate, and Dewey and Library of Congress classification systems. The library location charts and how they are to be used are also discussed. Included with the unit are six tests which are used to evaluate student achievement after completion of the module. (JAB)

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LIBRARY INSTRUCTION SERIES

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UNIT II

FINDING A BOOK:

THE CARD CATALOG

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

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IR006699

Library materials are stored on shelves by a logical system which classified items and distributes them into groups, classes, categories, etc. according to a definite plan. The classification systems employed in this library systematically arrange the materials into subject groups - the result being that books about the same topic are placed beside, or near, each other on the shelves.

CARD CATALOG

The main CARD CATALOG located on the first floor opposite the Circulation/Reserve Desk is the general index to most of the Library's collections. Additional card catalogs to more specialized collections are located in the Learning Materials Center and Special Collections. Government documents has its own catalog, or index, called the Monthly Catalog.

The card catalog is an alphabetical listing of books, periodical and newspaper titles, microforms, theses, non-print materials (items which emply some medium other than the printed page e.g., filmstrips, films) held by the University Libraries. Items are listed on 3 x 5 cards which are filed alphabetically in drawers, or trays, in a central cabinet. In the same way the index of a book tells the page on which to find a specific topic or bit of information, the catalog tells if the Library has a particular item or materials on a specific subject, and provides a locational code, or CALL NUMBER.

CALL NUMBERS

When a book is cataloged it is assigned a unique number, its call number. Each card in the catalog has a call number which represents the book and helps to locate it on the shelf. (The number on the catalog card and on the spine of the book are identical.) Each book usually has three or more cards in the catalog to represent its author, title, and subject area(s). At the Fogler Library all three types of cards are filed together in one alphabetical sequence known as a "Dictionary Catalog." (Some libraries have a "Divided Catalog" which has all subject cards filed together in one section, and the author and title cards filed together in another separate section.)

There are several filing rules which you must know if you wish to find materials in the card catalog. The most important ones are listed below:

Filing Rules:

FILING RULES

1. All cards are filed alphabetically word-by-word. This means that you look at the first word as a separate entity rather than consolidating a multi-word phrase together into one long word. Consider each word separately, paying careful attention to its spelling. Study the example below and Exercise 1 in your Workbook.

Word-by-word: New York
Newfoundland

Letter-by-letter: Newfoundland
New York

2. Cards are filed by the first word on the top line of the card which is not an article (A, An, The, or their foreign equivalents). Only the initial article is omitted; if it appears as a second or any other word do not omit it. For example: The Grapes of Wrath will be filed under Grapes of Wrath. L'Aiglon will be filed as Aiglon.

3. Punctuation marks are disregarded. I'm is filed as "Im", we'll as "well", they're as "theyre". For example, I'm OK, You're OK is filed before The Image by Jean de Berg.

4. All words beginning with Mac, Mc, or M' are filed as if they were spelled "MAC".

5. Abbreviations are filed as though spelled out. Mr. is filed as mister, Dr. as doctor, St. as saint; but Mrs. is filed as Mrs.

6. Numbers in title are filed as spelled out, and dates as pronounced. 1984 is filed as Nineteen eighty-four, 1066 as ten sixty-six, 100 American Poems of the Twentieth Century is filed as One Hundred American Poems...

Please turn to Exercise 2 in your Workbook.

7. When an author writes several books the cards are filed alphabetically by title. For example Faulkner's works would be listed:

Absalom, Absalom!	The Wishing Tree
Light in August	Light in August
The Wishing Tree	Absalom, Absalom!

8. Cards for authors with the same last name are arranged by the first name, after the last name is placed correctly:

Johnson, Alan	Johnson, Zachary
Johnson, Howard	Johnson, Thomas
Johnson, Jeremy	Johnson, Jeremy
Johnson, Thomas	Johnson, Howard
Johnson, Zachary	Johnson, Alan

9. Identical names (first and last names) are filed chronologically by birth date.

Jones, Richard A, 1873-1941	Jones, Richard A, 1946-
Jones, Richard A, 1903-1968	Jones, Richard A, 1903-1968
Jones, Richard A, 1946-	Jones, Richard A, 1873-1941

10. In cases of an identical surname and subject heading, the author cards are filed before title and subject cards of the same word.

Stone, A. Harris	STONE AGE
Stone, Marshall	A stone, a leaf, a door
Stone, Witmer	STONE
STONE	Stone, Witmer
A stone, a leaf, a door	Stone, Marshall
STONE AGE	Stone, A. Harris

Likewise items <u>about</u> a person or his works (as a subject) are filed <u>after</u> works <u>by</u> him (as an author).

Read down:

Faulkner, William
Absalom, Absalom!

Faulkner, William
The Wishing Tree

FAULKNER, WILLIAM
Adams, Richard P.

<u>Faulkner</u>
Warren, Robert Penn

<u>Faulkner and film</u>
Kawin, Bruce F.

<u>Faulkner and film</u>
Kawin, Bruce F.

<u>Faulkner</u>
Warren, Robert Penn

FAULKNER, WILLIAM
Adams, Richard P.

Faulkner, William
The Wishing Tree

Faulkner, William
Absalom, Absalom!

Please turn to Exercise 3 in your Workbook

11. Subject headings on cards with historical subdivisions are arranged chronologically by the historical date.

U. S. - HISTORY - REVOLUTION, 1775-1783
U. S. - HISTORY - WAR OF 1812
U. S. - HISTORY - CIVIL WAR, 1861-1865
etc.

Filing Rules: A Summary

FILING RULES: SUMMARY

1. Cards are filed word-by-word rather than letter-by-letter.

<u>Word-by-word</u>	<u>Letter-by-letter</u>
New England	Newark
New York	New England
Newark	Newspapers
Newspapers	New York

2. Cards are filed alphabetically by the first word on the card unless it is an article (A, An, The).

3. Punctuation marks are disregarded.

4. Names beginning M', Mc, or Mac are filed as if spelled Mac.

5. Abbreviations are filed as though spelled out:

Mr. = Mister
Dr. = Doctor
St. = Saint

BUT

Mrs. = Mrs.

6. Numbers in titles are filed as spelled out, dates filed as pronounced.

7. Titles by a single author are filed alphabetically.

8. Cards for authors with the same names are filed chronologically by birth date.

9. Author cards are filed before subject and title cards if they all begin with the same word.

THE CATALOG CARD

Now that you have learned a few filing rules you should be able to find the catalog card you need. The card itself bears some explanation.

Information on catalog cards is standardized and a lot can be learned about a book from examining the card. See example below:

E
78
N78
G82

Gunther, Erna, 1896–

Indians of the Northwest coast. [Colorado Springs, Taylor Museum of the Colorado Springs Fine Arts Center; Seattle, Art Museum, 1951]

1 v. (unpaged) illus. (part col.) 25 cm.

Issued in connection with the exhibition held June 1951.

1. Indians of North America—Northwest coast of North America—Art—Exhibitions. I. Colorado Springs. Fine Arts Center. Taylor Museum. II. Seattle. Art Museum. III. Title.

E78.N78G82 709'.701 71-253684
MARC

Library of Congress 70 [2]

MAIN ENTRY

The basic catalog entry is called a MAIN ENTRY. It usually begins with the author's name and dates, if available. It can also be the name of an organization, agency, or institution (called a corporate author).

Following the main entry there is the title of the work, the author's name repeated, and any joint authors or translators.

IMPRINT information follows: the place of publication, publisher, and publication date. (This is the information you use when you cite a book in a term paper bibliography.)

IMPRINT

Below the imprint are found DESCRIPTIVE NOTES. These vary but may tell you such things as the number of pages, if the book is part of a series, if it has a bibliography, an index, illustrations, diagrams, etc.

DESCRIPTIVE NOTES

Near the bottom of the card in very fine print you'll find the TRACINGS. These are the headings catalogers have assigned to the book after scanning it for content, i.e., tracings tell a user some of the subjects treated in the work. Though not a complete listing of the book's content, tracings also function to suggest alternative subject headings which may be checked in the card catalog.

TRACINGS

INDIANS OF NORTH AMERICA - NORTHWEST COAST OF NO. AMERICA - ART - EXHIBITIONS

E
78
N78
G82

Gunther, Erna, 1896–

Indians of the Northwest coast. [Colorado Springs, Taylor Museum of the Colorado Springs Fine Arts Center; Seattle, Art Museum, 1951]

1 v. (unpaged) illus. (part col.) 25 cm.

Issued in connection with the exhibition held June 1951.

1. Indians of North America—Northwest coast of North America—Art—Exhibitions. I. Colorado Springs. Fine Arts Center. Taylor Museum. II. Seattle. Art Museum. III. Title.

E78.N78G82 709'.701 71-253684
MARC

Library of Congress 70 [2]

Please turn to Exercise 4 in your Workbook.

AUTHOR CARDS

As was stated earlier, each item is usually represented by at least three cards: author, title, and subject. Author cards are similar to the one used in the previous example of the main entry card - remember that they may be either personal author or corporate author.

TITLE CARDS

The Title card is the same as the author card except that the title has been typed or pr nted above the author's name. It is filed under the first word of the title which is not an article.

Indians of the Northwest Coast

E
78
N78
G82

Gunther, Erna, 1896–
Indians of the Northwest coast. [Colorado Springs, Taylor Museum of the Colorado Springs Fine Arts Center; Seattle, Art Museum, 1951]
1 v. (unpaged) illus. (part col.) 25 cm.
Issued in connection with the exhibition held June 1951.

1. Indians of North America--Northwest coast of North America—Art—Exhibitions. I. Colorado Springs. Fine Arts Center. Taylor Museum. II. Seattle. Art Museum. III. Title.

E78.N78G82 709'.701 71-253684
MARC
Library of Congress 70 [2]

Please turn to Exercise 5 in your Workbook.

SUBJECT CARDS

A subject approach can be used in looking for information about a particular item even if you don't know titles or specific authors who have published in the field.

Subject headings are assigned to books by catalogers. These are typed or printed in capital letters above the author's name on the top line of the catalog card. The catalogers are assisted in their choice of subject headings by a volume entitled Subject Headings Used in the Dictionary Catalogs of the Library of Congress ("Subject Headings" or "LCSH") which will be discussed below. LCSH

Remember: There is a filing rule which states that cards for books by an author precede cards for books about him. If you need books about Chaucer go to the end of the books by him; there you will find a series of books about him.

Remember: If a subject heading and the title of a book are identical, the title card is filed alphabetically by author within the subject cards.

Library of Congress Subject Headings, found on dictionary stands by the card catalog and in the Reference Room, provides correct subject headings to check at the card catalog. Quite often people have trouble thinking of the correct heading to use. This tool will tell you what heading is considered "correct" (i.e., that the Library uses) as well as provide you with alternative headings which may be checked.

An important consideration to remember when doing any type of literature search is that you must phrase your terms in the vocabulary of the system, in this case the card catalog. Your definitions of a particular phrase, meaning, or heading must conform to those of the system;

and if they do not the results obtained will probably be short of your goal. Thus Subject Headings can be an important tool for it tells users what terms are, or are not, used. LCSH

Subject headings appropriate for use in the catalog appear in boldface:

Ocean waves (GC 211)
Subdivided by body of water, e.g. Ocean - waves - Atlantic Ocean

sa Internal waves
Storm surges
Tidal waves
x Breakers
Sea waves
Surf
Swell
xx Coasts
Ocean - atmosphere interaction
Oceanography
Water waves

- Juvenile literature
- Mathematical models
- Pictorial works

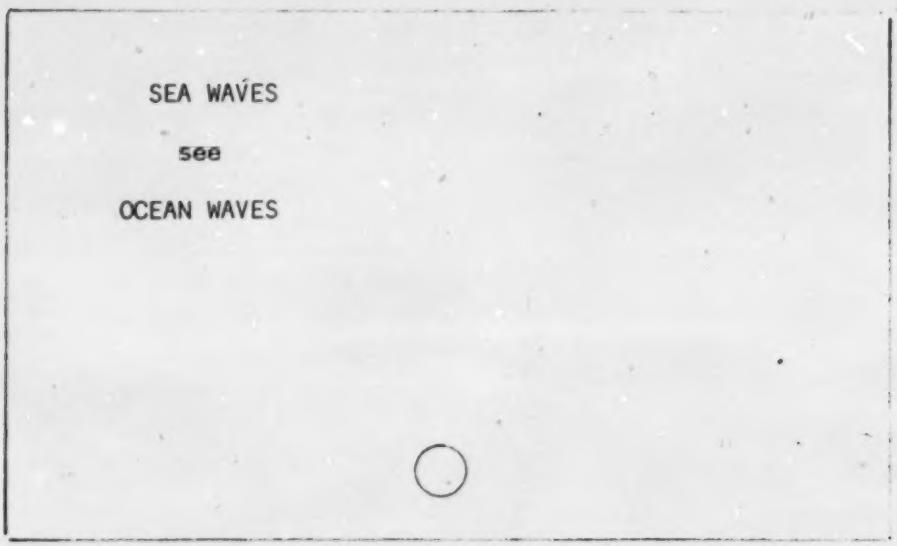
Following the boldface heading there is often a scope note which describes the range of the subject matter to which the heading applies. The terms listed beneath which are usable are indicated by the symbols "sa"or "xx".

"Sa" stands for "see also". These entries represent usable headings, often more specific than the boldface heading under which they were listed. "SEE ALSO"

"Xx" stands for "see also from". Generally these are broader than the boldface heading. "SEE ALSO FROM"

Using these to either broaden or narrow a search can be a real time saver. Often it's easier to thumb through the pages of the LCSH volumes than to check the actual drawers of the catalog.

The third symbol is "x". The single "x" is a "see" reference. It tells you that a reference was made from an unused heading to a usable one. In the case of the example it tells you that "Sea waves" is not a usable heading. Do not try to use the "x" references. For example if you looked up "sea waves" in the card catalog there would be a card there which says: "SEE"



"See references" are merely directional cards which tell you to use another heading.

The last type of information provided informs you of various subdivisions made in a topic. These are -SUBDIVISIONS

-SUBDIVISIONS

preceded by a "-", or dash. Subdivisions come in several types: topical, form, period, and local Topical subdivisions divide headings into subtopics. Form subdivisions divide headings by the form of the material such as bibliography, dictionary, etc. Period subdivisions divide headings chronologically. Local subdivisions divide headings geographically.

For example, if one were interested in mathematical models of waves, LCSH tells one to look under "Ocean waves - Mathematical models" rather than having to peruse the much broader topic "Ocean waves" in hope of finding information on models. This is one method of narrowing a subject to a more manageable size.

FILING: SUBJECT CARDS

A caution is in order on the filing of subject cards. Because the Fogler Library has a single card catalog with author, title, and subject cards filed together in one alphabet, it is possible due to the word-by-word filing rules, that not all subdivision cards will fall together. Quite often book titles are similar or the same as the subject heading in which you are interested. A hypothetical case would be a book entitled Ocean Waves of the Pacific which would be filed after "Ocean waves - Mathematical models" but before "Ocean waves - Pictorial works."

OCEAN WAVES - PICTORIAL WORKS
Ocean Waves of the Pacific
OCEAN WAVES - MATHEMATICAL MODELS

Please turn to Exercise 6 in your Workbook.

Other cards you might expect to encounter in a catalog are:

Cross-reference cards. Because it is impossible to file cards under every entry for a subject, cross-reference cards are made to direct the user to a correct heading. These work in exactly the same way as the LCSH entries - if a heading is not used the card will direct ("see") to one that is, or will direct the user to other related ("see also") subjects. CROSS-REFERENCE

Open entry cards. These occur when a publication is continued either indefinitely or on a regular basis. The card indicates the beginning date followed by a dash (-) or a plus (+). This type card would be used for items such as yearbooks received annually, annual almanacs, regular series published by learned societies or associations, etc. OPEN ENTRY

Joint author cards. If a book has more than one author, the author or main entry card is made for the name that is first on the book's title page. Other cards are made for any additional authors and filed alphabetically by last name. (The joint author's name is typed or printed above the main author's name so that it becomes the first word on the catalog card. JOINT AUTHORS

Periodical cards. Journals are entered in the catalog only by title with notes to check the Periodicals Desk for a statement of volumes held. PERIODICALS

PSEUDONYMS

Author Cross-Reference cards. If an author writes under a pen-name or pseudonym, a cross-reference card is filed in the catalog to direct the user to the real name.

Twain, Mark SEE: Clemens, Samuel L.

Please turn to Exercise 7 in your Workbook.

CALL NUMBERS

An item on the card we have yet to mention is the call number. As mentioned earlier, classification tends to bring all books about a particular subject together. The Fogler Library uses two classification systems: the Dewey Decimal System, a numerical system, and the Library of Congress system, a system based on letter and number combinations. The Dewey Decimal system is used primarily by small and medium sized libraries while Library of Congress (LC) is found in most large academic libraries. In the late 1960's Fogler began classifying all materials in the Library of Congress System.

In both systems knowledge is broken into broad divisions and then again into subdivisions. It is not important to know each category but an outline of each system is provided for your perusal.

DEWEY DECIMAL

000-099 General works
100-199 Philosophy, Psychology
200-299 Religion
300-399 Social sciences
400-499 Languages
500-599 Pure sciences
600-699 Technology
700-799 The Arts
800-899 Literature
900-999 History

LIBRARY OF CONGRESS

A General works
B Philosophy, Religion
C History, Auxiliary sciences
D History, General & Old World
E History, America
F History, America
G Geography, Anthropology
H Social sciences
J Political science
K Law
L Education
M Music
N Fine Arts
P Literature
Q Science
R Medicine
S Agriculture
T Technology
U Military science
V Naval science
Z Bibliography

Working with two systems may seem confusing at first, but after using each several times you'll barely notice the difference. Next each system will be explained briefly. Exercises and detailed descriptions can be found in your Workbook.

DEWEY DECIMAL

The Dewey Decimal System uses numbers to group classes. There are ten major classes, each divided into ten smaller classes and then further divided by means of a decimal point. The number on the first line represents the subject, the line beneath beginning with a letter represents the author, and if often called the author or book number. It is composed of one or more letters which reflect the author's last name and a number to identify him further. This allows all books on a particular subject to be placed on a shelf in alphabetical order by author. Examples of Dewey call numbers for books on the subject drug abuse but by different authors are:

616.863	616.863	616.863
J668	K83	K921

LIBRARY OF CONGRESS

The Library of Congress System uses letters to form classes. There are twenty one major classes, each divided by an additional letter, and then further divided by means of numbers. Decimal letters and numbers subdivide a subject further by either author, form, or geographic location to name a few. Examples of LC drug abuse numbers are:

HV	HV	HV	HV
5801	5801	5801	5801
E42	F67	W547	W68

LOCATIONS

The call number is always found in the upper left-hand corner of the catalog card. Once you find an item you want, copy the entire call number from the card. There are call number LOCATION CHARTS posted near the catalog. These charts will direct you to the general area where the book you want is shelved. Once in the general area the call number itself will direct you to the proper shelf, and ultimately the book. Below is a locational chart:

LOCATION CHART

LIBRARY OF CONGRESS SYSTEM

A,B .....LEVEL 3B
C,D,E,F,G,H,J,K,L,M,N ....LEVEL 2
P .....LEVEL 3B
Q .....LEVEL 2B
R,S,T .....LEVEL 1
U,V .....LEVEL 3B
Z .....LEVEL 1

DEWEY DECIMAL SYSTEM

000-099 .....LEVEL 2B
100-299 .....LEVEL 3B
300-399 .....LEVEL 2
400-499 .....LEVEL 3B
500-599 .....LEVEL 2B
600-699 .....LEVEL 2B
700-799 .....LEVEL 2
800-899 .....LEVEL 3B
900-999 .....LEVEL 2

LOCATION SYMBOLS

The Library has many specialized collections, and items which are part of one of these have special location symbols added to their call numbers. In these cases the special location symbols take precedence over the call number location. You will find the item housed in its

proper sequence in the specialized collection rather than the general stacks. For example a call number such as "Ref PE 1591 R73" should indicate to you that it is a reference book and is shelved in the Reference Room rather than with the rest of the PE's on Level 3B.

One location symbol that most find confusing is "Folio." Large, or oversized, books are designated with the term "folio" and in the Fogler Library are shelved together at the end of the letter or number sequence. "Folio 929.43 Ad2" would be shelved at the end of the 900's; "Folio G 1046 B58" would be shelved at the end of the G's.

Below is a Special Designations and Symbols chart:

AUDIOTAPE	Learning Materials Center LEVEL 3
C, CAGE	Special Collections LEVEL 3
CC, COLE, CLINTON L. COLE	Special Collections LEVEL 3
CHILDREN'S COLLECTION	Special Collections LEVEL 3
D, DET (Detective)	Reading Lounge LEVEL 1
f, FOLIO (Oversize Books)	Shelved at the end of the Appropriate Classification
HOLMES	Special Collections LEVEL 3
INDEX	Reference Room LEVEL 1
JUV (Juvenile Books)	Learning Materials Center LEVEL 3
LEARNING MATERIALS CENTER	LEVEL 3
M, MI, MAINE, STATE OF MAINE COLLECTION	Special Collections LEVEL 3
MICROCARD, MICROFICHE, MICROFILM, MICROPRINT	Microfilm Room LEVEL 2
OAKES ROOM	LEVEL 1 - Adjacent to Lobby
O'BRIEN	Special Collections LEVEL 3
PERIODICAL	LEVEL 2
PHONODISC	Learning Materials Center LEVEL 3
REF	Reference Room LEVEL 1
SLIDE	Learning Materials Center LEVEL 3
SP. COLL	Special Collections LEVEL 3
TAYLOR	Special Collections LEVEL 3
TEEN	Learning Materials Center LEVEL 3
THOREAU	Special Collections LEVEL 3
TRANSPARENCY	Learning Materials Center LEVEL 3
U, UNIV	Special Collections LEVEL 3
△	Special Collections LEVEL 3

IF YOU ARE UNABLE TO LOCATE A BOOK ASK AT THE CIRCULATION DESK

Arrangement of Books on the Shelves.

Dewey Decimal:

Books classified by the Dewey system are arranged on the shelves in order by the numbers in the call number and then alphabetically by the letters in the number. For example 353.817 Ad17 would come before 818.512 Ad15 because 353.817 is smaller than 818.512. Another example of book order on the shelf is:

301.42	301.42	301.45	741.9	951.03
B45	B5	B46	A43	B4

SHELF ORDER

Remember: The second line is always arranged as if it were a decimal. A call number ending B45 comes before B5 because .45 is smaller than .5

Library of Congress:

Books classified by the Library of Congress system are arranged on the shelves alphabetically by broad subject area letter(s) and then numerically by subject number(s). For example PN 2684 B45 would come before PQ 9698 E64J8 because PN is earlier in the alphabet than PQ. Another example of book order on the shelf is:

DS	HC	JV	JV	NC
757.5	138	6405	6405	17
B4	E7	B42	B5	N4
	B4613			1974

Remember: The third line is always arranged as if it were a decimal. A call number ending B42 comes before B5 because .42 is smaller than .5

Please turn to Exercise 8 in your Workbook

THE END
UNIT II: THE
CARD CATALOG

This is the end of the section on using the card catalog. If you have any questions about this unit or any of the Workbook exercises, please ask a reference librarian for clarification.

When you feel you are ready, ask the librarian at the Reference Desk for the test for Unit II.

Remember, if you have any questions do not hesitate to ask for assistance at the Reference Desk.

Good Luck!

Test 11/1

1. The major tool used to locate materials you need in the Library's collection is:

   a. the Library Handbook
   b. the card catalog
   c. periodicals printout
   d. a reference librarian

2. The combination of letters and numbers used to place a book in its proper place on the shelf is a:

   a. call number
   b. order number
   c. edition
   d. main entry

3. The number 580 is filed as:

   a. five eight zero
   b. fifty eight zero
   c. five hundred and eight
   d. five hundred eight

4. In classification systems, all books on the same_____are shelved together.

   a. size
   b. color
   c. author
   d. subject

5. Which of the following groups is in the correct order to be filed in the card catalog?

   a. An introduction to heat transfer
      The ancient architecture of America
      And all the trumpets
      And a time to die
      And a time to live
      L' ancien francais

   b. L' ancien francais
      The ancient architecture of America
      And a time to die
      And a time to live
      And all the trumpets
      An introduction to heat transfer

   c. An introduction to heat transfer
      L' ancien francais
      And a time to live
      And all the trumpets
      The ancient architecture of America
      And a time to die

   d. The ancient architecture of America
      And a time to live
      And all the trumpets
      L' ancien francais
      An introduction to heat transfer
      And a time to die

IR006699

6. Which of the following groups is in correct order to be filed in the card catalog?

   a. We're in this thing together
      We're tuff
      We're off to see the lizard
      Were ancient heresies disguised social movements
      We're in the money
      Were those the days

   b. Were those the days
      We're off to see the lizard
      Were ancient heresies disguised social movements
      We're in the money
      We're tuff
      We're in this thing together

   c. We're in this thing together
      We're off to see the lizard
      Were those the days
      We're in the money
      Were ancient heresies disguised social movements
      We're tuff

   d. Were ancient heresies disguised social movements
      We're in the money
      We're in this thing together
      We're off to see the lizard
      Were those the days
      We're tuff

7. The card catalog drawer in which you'd find the name M'Nicol is:

   a. Mite - Modern
   b. Newspapers - Nichols
   c. MacMaster - McPheters
   d. Man - Management

F
1053
B468

Bernard, Jean Paul, 1936–
Les Rouges; libéralisme, nationalisme et anticléricalisme au milieu du XIX^e siècle. Préf. de Fernand Dumont. Montréal, Presses de l'Université du Québec, 1971.

xx, 394 p. maps. 23 cm. $8.50 C 71-6690

Bibliography: p. [375]-388.

1. Quebec (Province)—Politics and government. 2. Anti-clericalism—Quebec (Province) I. Title.

F1053.B468 72-206670
ISBN 0-7770-0028-8

Library of Congress 72 [2]

Refer to the catalog card above for 8 - 10. Answer T or F

8. The book represented by this card was published in Montreal.

9. The book represented by this card has maps.

10. The book represented by this card was authored by Dumont.

11. Which of the following is in correct shelf order?

a.	517.38 B38	517.38 T53	517.38 B117	517.38 T253	517.38 B416d
b.	517.38 B117	517.38 B38	517.38 B416d	517.38 T253	517.38 T53
c.	517.38 B38	517.38 B117	517.38 B416d	517.38 T53	517.38 T253
d.	517.38 T253	517.38 T53	517.38 B117	517.38 B416d	517.38 B38

Test II/1 (cont.)

12. Which of the following groups is in correct shelf order?

a.	E 185.61 M886	E 185.61 N39	E 185.61 M97	E 185.61 M76	E 185.61 N386
b.	E 185.61 M76	E 185.61 M97	E 185.61 M886	E 185.61 N39	E 185.61 N386
c.	E 185.61 M76	E 185.61 M886	E 185.61 M97	E 185.61 N386	E 185.61 N39
d.	E 185.61 N39	E 185.61 M76	E 185.61 M97	E 185.61 N386	E 185.61 M886

13. According to the card catalog, the call number for the series of yearbooks published by the National Society for the Study of Education is:

a.	370 N214a	b.	320.15 D48	c.	LB 2836 F34	d.	373.19 W68

14. Library of Congress Subject Headings is best described as:

a. a complete guide to all books listed in the card catalog
b. an alphabetical guide to the usable headings in the card catalog
c. an alphabetical listing of "see" references in the card catalog
d. an alphabetical guide to the unusable headings in the card catalog

15. In Library of Congress Subject Headings a boldface entry indicates:

a. additional headings
b. see also
c. usable
d. related

16. In Library of Congress Subject Headings an "sa" entry indicates:

a. a reference to other subdivisions
b. see also
c. a reference to an unusable subject heading
d. scientific articles

Test 11/1 (cont.)

17. In Library of Congress Subject Headings an "xx" entry indicates:

    a. a broader subject heading
    b. an unusable subject heading
    c. a related subject heading
    d. a more specific subject heading

18. In Library of Congress Subject Headings an "x" entry indicates:

    a. the best heading
    b. a reference from an unusable to a usable subject heading
    c. a reference from an unused to a related subject heading
    d. a good but less related subject heading

19. In Library of Congress Subject Headings a dash is used to indicate:

    a. an "xx" reference
    b. an unused subject heading
    c. a subtopic of a subject heading
    d. related subject headings

20. Using Library of Congress Subject Headings, what terms would you use to narrow the subject "Forage plants"?

    a. plants
    b. grasses
    c. agriculture
    d. forage plants - varities

21. Using Library of Congress Subject Headings, what terms would you use to broaden the subject "ale"?

    a. beer
    b. malt liquors
    c. malt
    d. porter

22. Books beginning with the following call number can be found: Ref AE 5 B4

    a. Reserve Desk
    b. Special Collections
    c. Reference Room
    d. Level 1 stacks

Test II/2

1. The major tool used to locate materials you need in the Library's collection is:

   a. a reference librarian
   b. the Library Handbook
   c. the Periodicals Printout
   d. the Card Catalog

2. The combination of letters and numbers used to place a book in its proper place on the shelf is a:

   a. order number
   b. edition
   c. main entry
   d. call number

3. The date 1984 is filed as:

   a. One thousand nine hundred and eighty four
   b. Nineteen hundred and eighty four
   c. Nineteen eighty four
   d. Nineteen hundred eighty four

4. In classifications systems, all books on the same_____are shelved together.

   a. author
   b. subject
   c. color
   d. size

5. Which of the following groups is in the correct order to be filed in the card catalog?

   a. An introduction to heat transfer
      The ancient architecture of America
      And all the trumpets
      And a time to die
      And a time to live
      L' ancien francais

   b. L' ancien francais
      The ancient architecture of America
      And a time to die
      And a time to live
      And all the trumpets
      An introduction to heat transfer

   c. An introduction to heat transfer
      L' ancien francais
      And a time to live
      And all the trumpets
      The ancient architecture of America
      And a time to die

   d. The ancient architecture of America
      And a time to live
      And all the trumpets
      L' ancien francais
      An introduction to heat transfer
      And a time to die

IR000699

6. Which of the following groups is in correct order to be filed in the card catalog?

   a. We're in this thing together
      We're tuff
      We're off to see the lizard
      Were ancient heresies disguised social movements
      We're in the money
      Were those the days

   b. Were those the days
      We're off to see the lizard
      Were ancient heresies disguised social movements
      We're in the money
      We're tuff
      We're in this thing together

   c. We're in this thing together
      We're off to see the lizard
      Were those the days
      We're in the money
      Were ancient heresies disguised social movements
      We're tuff

   d. Were ancient heresies disguised social movements
      We're in the money
      We're in this thing together
      We're off to see the lizard
      Were those the days
      We're tuff

7. The card catalog drawer in which you'd find the name McAleer is:

   a. Alder - Alexander
   b. Lyra - Macaulay
   c. Malca - Maloy
   d. Makay - Malbrook

Test II/2 (cont.)

T
14.5
B47 Bernard, Harvey Russell, 1940–
Technology and social change. Edited by H. Russell Bernard and Pertti J. Pelto. New York, Macmillan [1972]
vii, 354 p. illus. 24 cm.
Bibliography: p. 333-344.

1. Technology—Social aspects—Case studies. I. Pelto, Pertti J., joint author. II. Title.

T14.5.B47 301.243 70-160373
MARC

Library of Congress 72 [13-2]

Refer to the catalog card above for the following True/False questions.

8. The book represented by this card was published in 1940.

9. The book represented by this card has a twelve page bibliography.

10. The book represented by this card is illustrated.

11. Which of the following groups is in correct shelf order?

a.	633.7 B33	633.7 B65	633.7 B283	633.7 B385	633.7 B637
b.	633.7 B65	633.7 B637	633.7 B33	633.7 B283	633.7 B385
c.	633.7 B283	633.7 B33	633.7 B385	633.7 B637	633.7 B65
d.	633.7 B283	633.7 B385	633.7 B65	633.7 B33	633.7 B637

Test 11/2 (cont.)

12. Which of the following groups is in correct shelf order?

a.	HQ	HQ	HQ	HQ	HQ
	799.7	799	799.7	799	799.7
	A3	E9	E8	E9	F37
		A32		N47	
b.	HQ	HQ	HQ	HQ	HQ
	799	799.7	799	799.7	799.7
	E9	E8	E9	F37	A3
	A32		N47		
c.	HQ	HQ	HQ	HQ	HQ
	799	799	799.7	799.7	799.7
	E9	E9	A3	E8	F37
	A32	N47			
d.	HQ	HQ	HQ	HQ	HQ
	799.7	799	799	799.7	799.7
	E8	E9	E9	A3	F37
		A32	N47		

13. According to the card catalog, what is the call number for the 1964 symposium on continental drift?

a.	f551.41	b.	RM	c.	QH	d.	QL
	Sy68		725		83		55
			S93		S83		S93

14. Library of Congress Subject Headings is best described as:

a. an alphabetical guide to the usable headings in the card catalog
b. an alphabetical listing of "see" references used in the card catalog
c. a complete guide to all books listed in the card catalog
d. an alphabetical guide to the unusable headings in the card catalog

15. In Library of Congress Subject Headings a boldface entry indicates:

a. related subject headings
b. unusable subject headings
c. usable subject headings
d. see also

16. In Library of Congress Subject Headings an "sa" entry indicates:

a. series of articles
b. a reference from a related subject heading
c. a reference to a related, usually more specific subject heading
d. a reference to unusable subject headings

Test 11/2 (cont.)

17. In Library of Congress Subject Headings an "xx" entry indicates:

    a. an unusable subject heading
    b. a broader subject heading
    c. an additional subject heading
    d. a more specific subject heading

18. In Library of Congress Subject Headings an "x" entry indicates:

    a. a reference from an unusable to a usable subject heading
    b. a reference from a usable to a "see also" heading
    c. the best heading
    d. a good but less-related subject heading

19. In Library of Congress Subject Headings a dash is used to indicate:

    a. a "sa" reference
    b. related subject headings
    c. unused subject headings
    d. a subtopic of a subject heading

20. Using Library of Congress Subject Headings what terms would you use to narrow the subject welding?

    a. iron work
    b. blacksmithing
    c. welding - handbooks, manuals, etc.
    d. metal-work

21. Using Library of Congress Subject Headings what terms would you use to broaden the subject "country music"?

    a. fiddle tunes
    b. bluegrass music
    c. folk music
    d. hillbilly music

22. Books beginning with the following call number can be found: Cole VM 214 D75

    a. Reserve Desk
    b. Special Collections
    c. Reference Room
    d. Level 1 stacks

Test II/3

1. Where do you go to find call numbers for materials you need in the general collection?

   a. to a periodical index
   b. to a reference librarian
   c. to the Periodicals Printout
   d. to the card catalog

2. Each book is assigned a _____ which is unique. It identifies the book the same way your address, social security, or telephone numbers identify you.

   a. title
   b. call number
   c. publisher
   d. price

3. The number 1234 is filed as:

   a. One thousand two hundred thirty four
   b. Twelve hundred thirty four
   c. Twelve thirty four
   d. One thousand two hundred and thirty four

4. In classification systems, all books on the same _____ are shelved together.

   a. size
   b. subject
   c. author
   d. color

5. Which of the following groups is in the correct order to be filed in the card catalog:

   a. An introduction to heat transfer
      The ancient architecture of America
      And all the trumpets
      And a time to die
      And a time to live
      L' ancien francais

   b. L' ancien francais
      The ancient architecture of America
      And a time to die
      And a time to live
      And all the trumpets
      An introduction to heat transfer

   c. An introduction to heat transfer
      L' ancien francais
      And a time to live
      And all the trumpets
      The ancient architecture of America
      And a time to die

   d. The ancient architecture of America
      And a time to live
      And all the trumpets
      L' ancien francais
      An introduction to heat transfer
      And a time to die

IR006699

Test 11/3 (cont.)

6. Which of the following groups is in correct order to be filed in the card catalog?

   a. We're in this thing together
      We're tuff
      We're off to see the lizard
      Were ancient heresies disguised social movements
      We're in the money
      Were those the days

   b. Were those the days
      We're off to see the lizard
      Were ancient heresies disguised social movements
      We're in the money
      We're tuff
      We're in this thing together

   c. We're in this thing together
      We're off to see the lizard
      Were those the days
      We're in the money
      Were ancient heresies disguised social movements
      We're tuff

   d. Were ancient heresies disguised social movements
      We're in the money
      We're in this thing together
      We're off to see the lizard
      Were those the days
      We're tuff

7. The card catalog drawer in which you'd find the name McClumpha is:

   a. Clint - Clowse
   b. Malpass - Man
   c. McCullo - McEachron
   d. McClintic - McCullers

Test 11/3 (cont.)

QC
7
B46

Bernal, John Desmond, 1901–
The extension of man: a history of physics before 1900 [by] J. D. Bernal. London, Weidenfeld and Nicolson, 1972.
817 p. illus., maps, facsims. 23 cm. index. £2.95 B 72-04942
Includes bibliographical references.

1. Physics—History. I. Title.

QC7.B46 530'.09 72-178949
ISBN 0-297-00370-4 MARC
Library of Congress 72 [illegible]

Refer to the card above for the following True/False questions.

8. The book represented by this card has two joint authors, Weidenfeld and Nicholson.

9. The book represented by this card includes maps.

10. The book represented by this card has a bibliography.

11. Which of the following groups is in correct shelf order?

a. 371.73 B852 | 371.73 B852at | 371.73 C838c | 371.73 C838p | 371.73 C88

b. 371.73 B852 | 371.73 C838c | 371.73 B852at | 371.73 C88 | 371.73 C838p

c. 371.73 C88 | 371.73 C838c | 371.73 C838p | 371.73 B852 | 371.73 B852at

d. 371.73 B852 | 371.73 B852at | 371.73 C88 | 371.73 C838c | 371.73 C838p

12. Which of the following groups is in correct shelf order?

a.	LB	LB	LB	LB	LB
	2341	2341	2341	2341	2341
	A576	C56	C165	E38	E8
b.	LB	LB	LB	LB	LB
	2341	2341	2341	2341	2341
	A576	C56	C165	E8	E38
c.	LB	LB	LB	LB	LB
	2341	2341	2341	2341	2341
	E8	E38	C56	C165	A576
d.	LB	LB	LB	LB	LB
	2341	2341	2341	2341	2341
	A576	C165	C56	E38	E8

13. What is the call number for the 1976 Symposium of the American Wooden Shipbuilding Industry?

a.	RC	b.	Maine	c.	QA	d.	553.63
	116		VM		329.8		Sy64
	M85		23		S93		
	S9		W64				

14. Library of Congress Subject Headings is best described as:

a. an alphabetical guide to the unusable headings in the card catalog
b. a complete guide to all books listed in the card catalog
c. an alphabetical listing of "see" references in the card catalog
d. an alphabetical guide to the usable headings in the card catalog

15. In Library of Congress Subject Headings a boldface entry indicates:

a. see also
b. usable subject headings
c. related subject headings
d. unusable subject headings

16. In Library of Congress Subject Headings an "sa" entry indicates:

a. see also
b. a reference from a related subject heading
c. series of articles
d. a reference to other subdivisions

Test 11/3 (cont.)

17. In Library of Congress Subject Headings an "xx" entry indicates:

    a. an unusable subject heading
    b. a more specific subject heading
    c. a related subject heading
    d. a broader subject heading

18. In Library of Congress Subject Headings an "x" entry indicates:

    a. a reference from a usable to a "see also" subject heading
    b. the best subject heading
    c. a good but less-related subject heading
    d. a reference from an unusable to a usable subject heading

19. In Library of Congress Subject Headings a dash is used to indicate:

    a. an unused heading
    b. a subtopic of a subject heading
    c. an "xx" reference
    d. related headings

20. Using Library of Congress Subject Headings what terms would you use to narrow the subject "skating"?

    a. athletics
    b. skating - competitions
    c. ice skating
    d. winter sports

21. Using Library of Congress Subject Headings what terms would you use to broaden the subject "ice crystals"?

    a. ice fog
    b. ice needles
    c. snow crystals
    d. frost

22. Books beginning with the following call number can be found: Maine 374.28 B39

    a. Reserve Desk
    b. Special Collections
    c. Reference Room
    d. Level 2 stacks

Test II/4

1. Where do you go to find call numbers for materials you need in the general collection?

   a. to the card catalog
   b. to a periodical index
   c. to a reference librarian
   d. to the periodicals printout

2. Each book is assigned a_____which is unique. It identifies the book the same way your address, social security, or telephone numbers identify you.

   a. price
   b. publisher
   c. call number
   d. title

3. The date 1848 is filed as:

   a. Eighteen hundred and forty eight
   b. One thousand eight hundred and forty eight
   c. One thousand eight hundred forty eight
   d. Eighteen forty eight

4. In classification systems, all books on the same_____are shelved together.

   a. size
   b. subject
   c. color
   d. author

5. Which of the following groups is in the correct order to be filed in the card catalog?

   a. An introduction to heat transfer
      The ancient architecture of America
      And all the trumpets
      And a time to die
      And a time to live
      L' ancien francais

   b. L' ancien francais
      The ancient architecture of America
      And a time to die
      And a time to live
      And all the trumpets
      An introduction to heat transfer

   c. An introduction to heat transfer
      L' ancien francais
      And a time to live
      And all the trumpets
      The ancient architecture of America
      And a time to die

   d. The ancient architecture of America
      And a time to live
      And all the trumpets
      L' ancien francais
      An introduction to heat transfer
      And a time to die

IR000699

6. Which of the following groups is in correct order to be filed in the card catalog?

   a. We're in this thing together
      We're tuff
      We're off to see the lizard
      Were ancient heresies disguised social movements
      We're in the money
      Were those the days

   b. Were those the days
      We're off to see the lizard
      Were ancient heresies disguised social movements
      We're in the money
      We're tuff
      We're in this thing together

   c. We're in this thing together
      We're off to see the lizard
      Were those the days
      We're in the money
      Were ancient heresies disguised social movements
      We're tuff

   d. Were ancient heresies disguised social movements
      We're in the money
      We're in this thing together
      We're off to see the lizard
      Were those the days
      We're tuff

7. The card catalog drawer in which you'd find the name McIlhaney is:

   a. Mieder - Military
   b. Illinois - Image
   c. Machinery - McKechnie
   d. McClintic - McCullers

Test 11/4 (cont.)

JC
571
B476

Berman, Marshall, 1940–
The politics of authenticity; radical individualism and the emergence of modern society. [1st ed.] New York, Atheneum, 1970.
xxiv, 325 p. 22 cm. (Studies in political theory) $8.95
Includes bibliographical references.

1. Individualism—History. 2. Political science—History.
I. Title.

JC571.B476 320'.01 77-124968
MARC

Library of Congress 70 [4]

Refer to the catalog card above for the following True/False questions

8. The book represented by this card was published in 1940.

9. The book represented by this card is in its second edition.

10. The book represented by this card has a bibliography.

11. Which of the following groups is in correct shelf order?

a.	173.3 M356	173.3 In81	173.3 M576	173.3 In8	173.3 M756
b.	173.3 In8	173.3 In81	173.3 M356	173.3 M576	173.3 M756
c.	173.3 M576	173.3 M756	173.3 M356	173.3 In8	173.3 In81
d.	173.3 In8	173.3 In81	173.3 M356	173.3 M756	173.3 M576

Test II/4 (cont.)

12. Which of the following groups in in correct shelf order?

a.	QA288 I2112M2	QA288 I212L2	QA288 I223L2	QA288 I22M4	QA288 I22N2
b.	QA288 I22M4	QA288 I22N2	QA288 I212L2	QA288 I223L2	QA288 I2112M2
c.	QA288 I2112M2	QA288 I212L2	QA288 I22N2	QA288 I223L2	QA288 I22M4
d.	QA288 I22112M2	QA288 I212L2	QA288 I22M4	QA288 I22N2	QA288 I223L2

13. What is the call number for the biographical memoirs of the Royal Society of London?

a.	PN 22 R6	b.	325.342 L645	c.	Q 41 R9	d.	AS 42 R6

14. Library of Congress Subject Headings is best described as:

a. an alphabetical listing of "see" references used in the card catalog
b. an alphabetical guide to the usable headings in the card catalog
c. a complete guide to all books listed in the card catalog
d. an alphabetical guide to the unusable headings in the card catalog

15. In Library of Congress Subject Headings a boldface entry indicates:

a. see also
b. usable subject headings
c. related subject headings
d. additional subject headings

16. In Library of Congress Subject Headings an "sa" entry indicates:

a. scientific articles
b. a reference to an unusable subject heading
c. a reference from a related subject heading
d. a reference to a related, usually more specific subject heading

17. In Library of Congress Subject Headings an "xx" entry indicates:

a. a more specific subject heading
b. an additional subject heading
c. a broader subject heading
d. an unusable subject heading

Test II/4 (cont.)

18. In Library of Congress Subject Headings an "x" entry indicates:

    a. a reference from an unused to a related subject heading
    b. a good but less-related subject heading
    c. a reference from an unusable to a usable subject heading
    d. the best subject heading

19. In Library of Congress Subject Headings a dash is used to indicate:

    a. a subtopic of a subject heading
    b. a "sa" reference
    c. related subject headings
    d. an unused subject heading

20. Using Library of Congress Subject Headings what terms would you use to narrow the subject "mountaineering"?

    a. mountaineering - equipment and supplies
    b. mountains
    c. outdoor life
    d. vayages and travels

21. Using Library of Congress Subject Headings what terms would you use to broaden the subject "meteors"?

    a. meteorites
    b. meteor trails
    c. astronomy
    d. fireballs

22. Books beginning with the following call number can be found: Folio DC 342.8 D75

    a. Reserve Desk
    b. Special Collections
    c. Reference Room
    d. Level 2 stacks

Test II/5

1. An index to most of the Library collections is called:

   a. Library of Congress Subject Headings
   b. the Library Handbook
   c. the card catalog
   d. the New York Times Index

2. The combination of a classification symbol and an author's designation which indicate a specific location of a book is a:

   a. edition number
   b. main entry
   c. call number
   d. subject heading

3. The number 423 is filed as:

   a. four hundred and twenty three
   b. four hundred twenty three
   c. four twenty three
   d. four two three

4. In classification systems, all books on the same_____are shelved togehter

   a. subject
   b. size
   c. color
   d. author

5. Which of the following groups is in the correct order to be filed in the card catalog?

   a. An introduction to heat transfer
      The ancient architecture of America
      And all the trumpets
      And a time to die
      And a time to live
      L' ancien francais

   b. L' ancien francais
      The ancient architecture of America
      And a time to die
      And a time to live
      And all the trumpets
      An introduction to heat transfer

   c. An introduction to heat transfer
      L' ancien francais
      And a time to live
      And all the trumpets
      The ancient architecture of America
      And a time to die

   d. The ancient architecture of America
      And a time to live
      And all the trumpets
      L' ancien francais
      An introduction to heat transfer
      And a time to die

IR000699

6. Which of the following groups is in correct order to be filed in the card catalog?

   a. We're in this thing together
      We're tuff
      We're off to see the lizard
      Were ancient heresies disguised social movements
      We're in the money
      Were those the days

   b. Were those the days
      We're off to see the lizard
      Were ancient heresies disguised social movements
      We're in the money
      We're tuff
      We're in this thing together

   c. We're in this thing together
      We're off to see the lizard
      Were those the days
      We're in the money
      Were ancient heresies disguised social movements
      We're tuff

   c. Were ancient heresies disguised social movements
      We're in the money
      We're in this thing together
      We're off to see the lizard
      Were those the days
      We're tuff

7. The card catalog drawer in which you'd find the name M'Clymont is:

   a. Mackle - McManus
   b. Malpass - Man
   c. McClintic - McCullers
   d. Clint - Clowse

Test 11/5 (cont.)

NX
165
B387 Berlyne, D E

Aesthetics and psychobiology [by] D. E. Berlyne. New York, Appleton-Century-Crofts [1971]

xiv, 336 p. illus. 25 cm. (The Century psychology series)

Bibliography: p. 297-321.

1. Aesthetics—Physiological aspects. 2. The arts—Psychology. I. Title.

NX165.B387 701.17 70-165204
ISBN 0-390-08670-3 MARC
Library of Congress 72 [4]

Refer to the Catalog card above for the following True/False questions.

8. The book represented by this card has a long bibliography.

9. The book represented by this card is part of a series.

10. The book represented by this card is illustrated.

11. Which of the following groups is in correct shelf order?

a.	327.73 K357	327.73 K62	327.73 K383	327.73 K360	327.73 K631
b.	327.73 K357	327.73 K360	327.73 K383	327.73 K62	327.73 K631
c.	327.73 K360	327.73 K62	327.73 K357	327.73 K383	327.73 K631
d.	327.73 K383	327.73 K631	327.73 K62	327.73 K357	327.73 K360

12. Which of the following groups is in correct shelf order?

a.	TX778 D88E9	TX778 D88F7	TX778 D878D7	TX778 D888D7	TX778 D8778E7
b.	TX778 D8778E7	TX778 D878D7	TX778 D888D7	TX778 D88E9	TX778 D88F7
c.	TX778 D8778E7	TX778 D878D7	TX778 D88E9	TX778 D88F7	TX778 D888D7
d.	TX778 D8778E7	TX778 D878D7	TX778 D88F7	TX778 D888D7	TX778 D88E9

13. What is the call number for the National Academy of Science Biographical Memoir series?

a.	b.	c.	d.
Q 11 N2862 C6	Q 141 N2	QH 96 A1 I62	SB 191 W5 A56

14. Library of Congress Subject Headings is best described as:

a. a complete guide to all books listed in the card catalog
b. an alphabetical listing of "see" references used in the card catalog
c. an alphabetical guide to the unusable headings in the card catalog
d. an alphabetical guide to the usable headings in the card catalog

15. In Library of Congress Subject Headings a boldface entry indicates:

a. usable subject headings
b. unusable subject headings
c. related subject headings
d. see also

16. In Library of Congress Subject Headings an "sa" entry indicates:

a. a reference from a related subject heading
b. series of articles
c. a reference to other subdivisions
d. see also

17. In Library of Congress Subject Headings an "xx" entry indicates:

a. a related subject heading
b. a breader subject heading
c. an unusable subject heading
d. a more specific subject heading

18. In Library of Congress Subject Headings an "x" entry indicates:

    a. a reference from a usable to a see also subject heading
    b. the best heading
    c. a reference from an unusable to a usable subject heading
    d. a good but less-related subject heading

19. In Library of Congress Subject Headings a dash is used to indicate:

    a. a subtopic of a subject heading
    b. an unused subject heading
    c. related subject headings
    d. an "xx" reference

20. Using Library of Congress Subject Headings what terms would you use to narrow the subject "bones"?

    a. musculoskeletal system
    b. physiology
    c. bones - diseases
    d. skeleton

21. Using Library of Congress Subject Headings what terms would you use to broaden the subject "sociometry"?

    a. social psychology
    b. popularity
    c. psychodrama
    d. small groups

22. Books beginning with the following call number can be found: Juv 641.5 B414

    a. Reserve Desk
    b. Learning Materials Center
    c. Reference Room
    d. Level 2B stacks

Test 11/6

1. An index to most of the Library's collections is called:

   a. the Library Handbook
   b. the card catalog
   c. the New York Times Index
   d. Library of Congress Subject Headings

2. The combination of a classification symbol and an author's designation which indicate a specific location of a book is a:

   a. main entry
   b. subject heading
   c. edition number
   d. call number

3. The date 2001 is filed as:

   a. Twenty one
   b. two zero zero one
   c. two thousand one
   d. two thousand and one

4. In classification systems, all books on the same_____are shelved together.

   a. subject
   b. author
   c. color
   d. size

5. Which of the following groups is in the correct order to be filed in the card catalog?

   a. An introduction to heat transfer
      The ancient architecture of America
      And all the trumpets
      And a time to die
      And a time to live
      L' ancien francais

   b. L' ancien francais
      The ancient architecture of America
      And a time to die
      And a time to live
      And all the trumpets
      An introduction to heat transfer

   c. An introduction to heat transfer
      L' ancien francais
      And a time to live
      And all the trumpets
      The ancient architecture of America
      And a time to die

   d. The ancient architecture of America
      And a time to live
      And all the trumpets
      L' ancien francais
      An introduction to heat transfer
      And a time to die

IR000699

6. Which of the following groups is in correct order to be filed in the card catalog?

   a. We're in this thing together
      We're tuff
      We're off to see the lizard
      Were ancient heresies disguised social movements
      We're in the money
      Were those the days

   b. Were those the days
      We're off to see the lizard
      Were ancient heresies disguised social movements
      We're in the money
      We're tuff
      We're in this thing together

   c. We're in this thing together
      We're off to see the lizard
      Were those the days
      We're in the money
      Were ancient heresies disguised social movements
      We're tuff

   d. Were ancient heresies disguised social movements
      We're in the money
      We're in this thing together
      We're off to see the lizard
      Were those the days
      We're tuff

7. The card catalog drawer in which you'd find the name McMackin is:

   a. Malpass - Man
   b. Mite - Modern
   c. McKee - McKitterick
   d. Mackle - McManus

Test 11/6 (cont.)

QD
921
B45

Bernal, Ivan.
Symmetry; a stereoscopic guide for chemists [by] Ivan Bernal, Walter C. Hamilton [and] John S. Ricci. San Francisco, W. H. Freeman [1972]

viii, 180 p. illus. 27 cm. (A Series of books in chemistry) $9.50

Bibliography: p. [179]-180.

1. Symmetry (Physics) 2. Crystallography. 3. Stereochemistry. I. Hamilton, Walter Clark, joint author. II. Ricci, John S., joint author. III. Title.

QD921.B45 548'.81 75-178258
ISBN 0-7167-0168-5 MARC
Library of Congress 72 [4]

Refer to the catalog card above for the following True/False questions.

8. The book represented by this card was jointly authored by W. H. Freeman.

9. The book represented by this card is part of a series.

10. The book represented by this card is illustrated.

11. Which of the following is in correct shelf order?

a.	973.8 J628	973.8 J77	973.8 H420	973.8 H48	973.8 H32†
b.	973.8 H32†	973.8 H48	973.8 H420	973.8 J77	973.8 J628
c.	973.8 H48	973.8 J628	973.8 J77	973.8 H32†	973.8 H420
d.	973.8 H32†	973.8 H420	973.8 H48	973.8 J628	973.8 J77

12. Which of the following groups of call numbers is in the correct order for shelving?

a.	PN242 N4224S2	PN242 N424R2	PN242 N43T2	PN242 N433R1	PN242 N43S4
b.	PN242 N4224S2	PN242 N424R2	PN242 N43S4	PN242 N43T2	PN242 N433R1
c.	PN242 N43S4	PN242 N43T2	PN242 N424R2	PN242 N433R1	PN242 N4224S2
d.	PN242 N4224S2	PN242 N424R2	PN242 N433R1	PN242 N43S4	PN242 N43T2

13. The call number of the annual reports of the Ford Foundation is:

a.	AS 911 F6 A442	b.	658.018 F641	c.	HF 5550 S74	d.	HT 109 F8

14. Library of Congress Subject Headings is best described as:

a. an alphabetical guide to the unusable headings in the card catalog
b. an alphabetical listing of "see" references used in the card catalog
c. an alphabetical guide to the usable headings in the card catalog
d. a complete guide to all the books listed in the card catalog

15. In Library of Congress Subject Headings a boldface entry indicates:

a. usable subject headings
b. related subject headings
c. see also
d. additional subject headings

16. In Library of Congress Subject Headings an "sa" entry indicates:

a. a reference to a related, usually more specific subject heading
b. scientific article
c. a reference to an unusable subject heading
d. a reference from a related subject heading

17. In Library of Congress Subject Headings an "xx" entry indicates:

a. an unusable subject heading
b. a more specific subject heading
c. a broader subject heading
d. an additional subject heading

18. In Library of Congress Subject Headings an "x" entry indicates:

    a. a reference from an unusable to a usable subject heading
    b. a reference from an unused to a related subject heading
    c. the best heading
    d. a good but less-related subject heading

19. In Library of Congress Subject Headings a dash is used to indicate:

    a. a "sa" reference
    b. related subject headings
    c. a subtopic of a subject heading
    d. an unused subject heading

20. Using Library of Congress Subject Headings what terms would you use to narrow the subject "alcoholism"?

    a. intemperance
    b. alcoholism - treatment
    c. intoxication
    d. drug abuse

21. Using Library of Congress Subject Headings what terms would you use to broaden the subject "occult sciences"?

    a. astrology
    b. magic
    c. second sight
    d. witchcraft

22. Books beginning with the following call number can be found: Teen 811.5 B38

    a. Reserve Desk
    b. Learning Materials Center
    c. Reference Room
    d. Level 3B stacks